

Administration of First Aid

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Policy Statement

Our early education and care service provides an environment that promotes the health, safety and wellbeing of all children. Policies and procedures for the administration of first aid ensures prompt and appropriate first aid treatment and care in the event of illness, injury or medical emergency.

Our service is committed to ensuring that children's safety, rights and best interests are the paramount consideration in all decisions, actions and practices. In the administration of first aid, this means that immediate and appropriate care is taken to protect children from harm and decisions guided by what is in the child's best interests at all times.

Legislation governing the operation of approved education and care services is founded on the protection of children from harm and hazards. Our service ensures that first aid practices are implemented in accordance with legislative requirements and embedded into daily practice, policies and procedures.

Background

First aid can preserve life, prevent a condition worsening and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care to take positive steps towards maintaining the health and safety of each child.

Strategies

First Aid Qualifications

In accordance with the National Regulations 136(1), PHELC will ensure:

- The following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency, **at all times** that children are being educated and cared for by the service:
 - a) at least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification;
 - b) at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training;
 - c) at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training.
- First Aid Qualifications undertaken by staff must appear on ACECQA's list of approved first aid qualifications and be awarded by registered training organisations (see Sources link).

- Copies of First Aid Qualifications will be stored in Staff Records and audited regularly to ensure currency.
- The service informs children, families, and educators of those persons who hold first aid qualifications.

First Aid Action Response

It is crucial to respond promptly and effectively to any medical emergencies to ensure the safety and well-being of the children in our care.

Generally, first aid is provided in response to unpredictable illness or injury.

Education and childcare workers have an obligation to ensure parents and guardians are informed about first aid provided to their children.

The Need for an Ambulance

An ambulance will be called when the following instances (but not limited to) occur to a person or child at the service:

- unconsciousness or an altered conscious state;
- experiencing difficulty breathing;
- showing signs of shock;
- experiencing severe bleeding, or who is vomiting blood or passing blood;
- slurred speech;
- injuries to the head, neck or back;
- possible broken bones; and
- showing signs of asthma/allergic/anaphylactic reaction.

Infection and Prevention Control

Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must always be adhered to:

- cover cuts and abrasions with water proof occlusive dressing to avoid contamination of cuts/abrasions with another person's blood and/or body fluids;
- wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes;
- wear a mask and eye protection where there is a risk of splashing blood or other body fluids;
- remove any broken glass or sharp material with forceps or tongs and place in container; and
- wash hands thoroughly after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.

Poisons Information Centre

The **Poisons Information Centre** telephone number **131 126** is displayed:

- Next to every telephone in the service.
- Where dangerous products are stored.

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	- Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167). - Ensuring that at least one staff member or one nominated supervisor of the service with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service (Regulation 136). This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations. - Appointing a staff member to be the nominated first aid officer. - Advising families that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected on request. - Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards. - Providing and maintaining a portable first aid kit that can be taken off-site for excursions and other activities. - Ensuring that first aid training details are recorded on each staff member's record. - Ensuring safety signs showing the location of first aid kits are clearly displayed. - Ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements. - Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service. - Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes. - Must notify the regulatory authority of any serious incident meaning an incident or class of incidents prescribed by the National Regulations as a serious incident. This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident. - Meet obligations under the education and care Services national Law and Education and care Services national Regulations - Establish clear expectations for educators, staff, students, volunteers and visitors to understand and adhere to this policy and procedure - Ensure families are aware of this <i>Administration of First Aid Policy</i> and are advised on how and where the policy can be accessed

Role	Authority/Responsibility For
	• Obtain parents/guardians written authorisation (via the enrolment record) for service staff to administer first aid • Obtain parents/guardians written authorisation for the approved provider, nominated supervisor or educator to seek medical treatment for their child by a registered medical practitioner, hospital or ambulance service and, if required, transport the child to hospital • Prioritise children's safety, wellbeing and best interests as the paramount consideration in all first aid decisions and actions • Maintain health information for each child is kept within their enrolment record • Ensure a risk assessment is conducted prior to an excursion or regular outing, to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised
Nominated Supervisor	• Ensuring that all staff approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Law (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA (refer to Sources). • Ensuring a portable first aid kit is taken on all excursions and other off-site activities. • Monitoring the contents of all first aid kits and arranging with the approved provider for replacement of stock, including when the use-by date has been reached. • Disposing of out-of-date materials appropriately. • Ensuring a portable first aid kit is taken on all excursions and other off site activities. • Keeping up to date with any changes in the procedures for the administration of first aid. • Notify families/parents as soon as practicable or within 24 hours if their child is involved in an incident, injury, trauma or illness at the service and that the details are recorded on the Incident, Illness, Injury and trauma record • Notify the Regulatory Authority within 24 hours if a child is involved in a serious incident, injury, trauma or illness at the service • Contact families immediately (e.g phone call) if a child has had a head injury while at the service

Role	Authority/Responsibility For
Early Childhood Educators	- Implementing appropriate first aid procedures when necessary. - Prioritise children's safety, wellbeing and best interests as the paramount consideration for all first aid decisions and actions - Maintaining current approved first aid qualifications, and qualifications in anaphylaxis management and emergency asthma management, as required. - Practicing CPR and administration of an auto-injection device at least annually (in accordance with other service policies). - Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma. - Ensuring that the details of any incident requiring the administration of first aid are recorded on the incident, injury, trauma and illness record. - Notifying the nominated supervisor six months prior to the expiration of their first aid, asthma or anaphylaxis accredited training. - Be aware of their duty of care responsibility. - Have knowledge of, and follow the administration of first aid policy at all times. - Maintain active supervision of all children whilst administering first aid
Families	- Providing the required information for the service's medication record. - Read and comply with the policies and procedures of the service - Sign the Incident, injury, trauma and illness record acknowledging they have been made aware of the incident and the first aid treatment that was given to the child - Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required. - Being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid. - Paying for any costs associated with an ambulance call out.

INCIDENT, INJURY, TRAUMA AND ILLNESS RECORD

Any incidents, injuries trauma or illness, including first aid provided, must be recorded and include the following details, as per Education and Care Services National Regulation 87:

o name and age of the child

o circumstances leading to the incident, injury, trauma, or illness (including any symptoms)

- o time and date
- o details of action taken by the service including any medication administered, first aid provided or
- o medical personnel contacted
- o details of any witnesses
- o names of any person the service notified or attempted to notify, and the time and date of this
- o signature of the person making the entry, and time and date of this.

FIRST AID KIT

The approved provider of the Service will ensure that first aid kits are kept in accordance with Education and Care Services National Regulations [Reg. 89].

ALL FIRST AID KITS AT THE SERVICE MUST:

- be suitably equipped
- not be locked
- not contain paracetamol
- be suitable for the number of employees and children and sufficient for the immediate treatment of injuries at the Service
- be easily accessible to staff and educators
- be constructed of resistant material, be dustproof and of sufficient size to adequately store the required contents
- be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments
- contain a list of the contents of the kit
- be regularly checked using the First Aid Kit Checklist to ensure the contents are as listed and have not degraded or expired
- have a white cross on a green background with the words 'First Aid' prominently displayed on the outside
- be easily recognisable
- be easy to access and if applicable, located where there is a risk of injury occurring
- include emergency telephone numbers, and location of the nearest first aid trained educators

- display a photograph of the first aid trained educators, along with contact details to assist in the identification process
- be provided on each floor of a multi-level workplace
- be provided in each work vehicle
- be stocked with precautionary items such as sunscreen and water if using outdoors.
- be taken on excursions and during regular transportation
- be maintained in proper condition and the contents restocked as required.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 12 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Reg 172 (1) (a) of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation
2.2	Safety	Each child is protected
2.1.2	Health Practices and Procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
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EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

S.2A	Paramount consideration – safety, rights and best interests of children
S.3A	Paramount consideration
S.165	Offence to inadequately supervise children
167	Protection of children from harm and hazards
169	Staffing arrangements
174	Offence to fail to notify certain information to Regulatory Authority
87	Incident, injury, trauma and illness record
89	First Aid kits
136	First aid qualifications
137(1)(e)	Approval of qualifications
168(2)(a)	Education and care service must have policies and procedures
245	Qualifications of early childhood teachers

Work Health and Safety Act 2011

Australian Child Protection Legislation

Source:

Education and Care Services National Regulations (2011 SI 653) – Division 7 Approval and determination of qualifications – <https://legislation.nsw.gov.au/view/html/2016-12-23/sl-2011-0653#ch.4-pt.4.4-div.7>

ACECQA – www.acecqa.gov.au/first-aid-qualification-and-training

ACECQA's Guide to the National Quality Framework – www.acecqa.gov.au/nqf/about/guide

Australian Red Cross – www.redcross.org.au

St John ambulance Australia – www.stjohn.org.au

First aid in the workplace – www.safeworkaustralia.gov.au/doc/model-code-practice-aid-workplace

Review

Policy reviewed by: Suzi Scott

Policy reviewed date: July 2026

Next review date: July 2027

Modifications: July 2026 – included the paramountcy principle and updated roles and responsibilities for approved provider, nominated supervisor, educators and families. Provided information on the contents of the first aid kit and information in the Incident, injury, trauma and illness record